

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well.

I am writing to formally notify you of my intention to resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter]. Although I am currently on sick leave, I wanted to ensure that my resignation is communicated in a timely manner.

I have greatly appreciated the opportunities for professional and personal development during my time at [Company's Name], and I am grateful for the support I've received from you and the team.

I intend to ensure a smooth transition and am happy to assist in handing off my responsibilities. Please let me know how I can help during this time.

Thank you once again for everything. I hope to keep in touch moving forward.

Best regards,

[Your Name]
[Your Job Title]